

1. The document can be accessed from the internet (<http://content.dcf.ks.gov/EES/KEESM/Keesm.htm>) To access, select the APPENDIX button from the title page. Select "WORKSHEETS" category from the right hand side of the screen. Single click on the MA-CM form. You will be prompted to save the file. You should save it in your H: drive, or to your Desktop, or to a file.
2. To use, access Excel and select the file you saved. You may also choose to set up a short cut to access the form.
3. Before entering date, ensure that the calculate function on your machine is turn on. This is done by choosing Tables from the tool bar. Click on "Calculate Table", then click "OK".
4. Use Tab, Shift/Tab or your mouse to go back and forth between fields on the table. Do not use the Enter or Return keys.
5. The fields that require calculation are protected so the only fields enterable are those where data needs to be input. Enterable fields are highlighted and include question #1, Earned Income, Dep Care Expense, Other Disregards, Child Support, Other Unearned Income and Payment Standard. Enter the appropriate Payment Standard as instructed in KEESM 7411.
6. Disregard are computed just as in KAECSSES. For example, each wage earner received a \$90.00 work expense deduction and child care deductions are given by individual wage earner. A value of 1 should be entered for question #1 if the family is eligible for the 40% earnings disregard. A value of 0 should be used if they are not eligible for the 40% disregard. If there is no value entered, no disregard will be given.
7. If non-numeric values are entered on the table it will not calculate properly. Do not use a Y or N to answer #1 and do not use (\$) signs when entering income or expense information.
8. Calculations will be completed as soon as data is entered. Although the table is set up to accommodate 2 wage earners, it will compute without information on the second wage earner.
9. If there is no information entered in a field, (i.e. no dependent care is paid) the field can be left blank or)'s can be entered.
10. If the client is eligible for MA-CM, a positive number will result in the Adjusted Need field. This indicates there is a deficit. If the result is a negative number, there is no eligibility and the client is not eligible for MA-CM.
11. The table shall be screen printed and retained in the case file for documentation of eligibility.
12. Although it is best not to save your document after completing a computation, if you do, the data on the previous case can be eliminated by deleting it or typing over it. It is important that all data previously entered is checked since an erroneous computation could result if all enterable fields are not verified after each computation (i.e. payment standard).